

Date

Name

Address 1

Address 2

Dear Part-time Faculty Member:

During the 2005 session, the General Assembly passed legislation that extends eligibility for the State Health Benefits Program to part-time salaried faculty. Beginning July 1, 2005, you will be eligible for state health benefits, including health coverage, flexible benefits, the CommonHealth wellness program and long-term care insurance offered through the Department of Human Resource Management.

Here is some important information about your eligibility and what you need to do if you want to enroll:

- An enrollment period will be held from now through Aug. 31, 2005 for you to apply for health coverage and Dependent Care Flexible Reimbursement Accounts (DFRA) only. There is a six-month waiting period after you are eligible for the state health benefits program before you can enroll in a Medical Flexible Reimbursement Account (MFRA). You will be able to enroll in the MFRA during the month of December for an effective date of Jan. 1, 2006.
- You may enroll in a health plan and add eligible dependents to your coverage. For more information about paying for health benefit coverage, see your Benefits Administrator.
- Enclosed are an Enrollment Form for Active Employees, July 2005 premium sheet and a fact sheet on the enrollment.
- You as an actively at work newly eligible employee also may enroll in the long-term care insurance program offered through the Department of Human Resource Management from July 1 – Aug. 31, 2005 without submitting proof of good health. Eligible family members may also enroll but will need to provide evidence of good health for coverage to become effective. If you are interested, contact Aetna Life Insurance Company directly (see enclosed fact sheet).

You may submit an enrollment form immediately to (local agency contact) for health coverage and participation in a DFRA effective July 1. The chart on page 2 shows the effective date of your health coverage or DFRA based on when you submit an enrollment form.

<b><i>If An Enrollment Form is Received...</i></b>	<b><i>The Effective Date is...</i></b>
On or before July 1, 2005	July 1, 2005
Between July 2 and Aug. 1, 2005	Aug. 1, 2005
Between Aug. 2 and Aug. 31, 2005	Sept. 1, 2005

**All enrollment forms must be received no later than Aug. 31.** Your next chance to enroll in health benefits or the DFRA will be during the spring 2006 Open Enrollment period or sooner if you experience a qualifying mid-year event consistent with enrollment in these programs.

If you have questions, or need additional information on the State Health Benefits Program, visit the Department of Human Resource Management's Web site at [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov) or see (local agency contact).

Sincerely,